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ABSTRACT

Intended for instructors in occupational education programs, this catalog identifies instructional materials found to be successful for teaching specific occupational competencies identified in the Instructional Support System for Occupational Education (ISSOE) in the area of distributive education. Contents include 7 materials reporting forms for materials used in the various program areas of retail merchandising. Forms are arranged first by program area and then by ISSOE task numbers arranged sequentially. (A separate form is provided for each task for which the material is used.) Program areas/units include stock clerk and credit clerk. The materials reporting form provides this information: course, unit, and module titles; task title and number; school name and address, instructor, and phone number; ISSOE region; V-TECS number; type of instruction materials best suited for; instructional, grade, and ability levels; type of materials used; title of material, author, edition, copyright date, publisher, cost, and pages used; comments; and written teacher comments. (YLB)

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ISSOE

Managing Student Progress

DISTRIBUTIVE EDUCATION

ED209463

Instructional Materials

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DISTRIBUTIVE EDUCATION

Instructional Materials

Research Pub. 81-04-A

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PREFACE

This catalog of instructional materials was gathered in a cooperative effort by members of the New York State Education Department, Division of Occupational and Continuing Education, Cornell Institute for Occupational Education and ISSOE Regional Coordinators. Thanks are extended to all individuals who assisted in this compilation of instructional materials found to be successful for teaching specific occupational competencies. Special thanks are due to Dr. Robert Frank, Institute Coordinator for ISSOE Projects, for his work in directing this project and assembling the catalogs.

Instructors in occupational education programs will find the catalog useful in identifying those materials which support effective teaching. Materials reporting forms are arranged throughout the catalog by program area, followed by ISSOE task numbers, arranged sequentially. It is hoped that these materials will be valuable to occupational teachers.

James A. Dunn
Institute Director and
Professor of Education

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Stock Clerk

MODULE Checking Incoming Merchandise

TASK Check quantity & condition of cartons and contents

1979-1980 Task # 02-01-01

1980-1981 Task # 02-01-01

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 668-6580

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Group Instruction
___ Handicapped (Describe)
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	x 10	___ Below Average Performance
___ Basic	* 11	x Average Performance
___ Advanced	___ 12	___ Above Average Performance

*Depending on school's organization

MATERIALS USED:

x Textbook x Workbook ___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
___ Simulations/Demonstrations
___ Other (Equipment, Supplies, Etc.)

Title: Retail Merchandising
Author(s): Wingate & Sampson Edition 8th Copyright Date 1975
Publisher: SouthWestern Publishing Company Cost $9.36
$3.84 Study Guide & Projects
Pages used: 275-286

COMMENTS: Content Good Organization Good
Clarity Well Organized/Good Diagrams Readability Large Pring
Illustrations Good Diagrams Length Short-Sections
Motivational Qualities Review Questions, Discussion Ques. in Chapter
Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Key vocabulary words are in darker print.
End of chapter includes English & Math skills.

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Stock Clerk

MODULE Checking Incoming Merchandise

TASK Check quantity & condition of cartons and contents

1979-1980 Task # 02-01-01

1980-1981 Task # 02-01-01

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 664-7988

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Group Instruction
___ Handicapped (Describe)
___ Other (Describe)

INSTRUCTIONAL LEVEL(S):
x Introductory
x Basic
___ Advanced

GRADE:
x 10
* 11
___ 12
*Depending on School's organization

ABILITY:
___ Below Average Performance
x Average Performance
___ Above Average Performance

MATERIALS USED:

x Textbook x Workbook ___ Other Printed Material (Describe)
___ Audio Visual Material (Describe)
___ Simulations/Demonstrations
___ Other (Equipment, Supplies, Etc.)

Marketing Practices & Principles (New 1980, Text $9.36, Project Guide $3.42)

Title: Marketing and Distribution

Author(s): Mason Rath Edition 3rd Copyright Date 1974

Publisher: Gregg/McGraw Hill Cost $9.72
$4.47 Study Guide
Projects

Pages used:

COMMENTS: Content good Organization z

Clarity good Readability easier than previous ed.

Illustrations good Length Short

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Teachers should make use of project activity guide, vocab puzzles, marketing projects and case studies.

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Stock Clerk

MODULE Checking Incoming Merchandise

TASK Check quantity & condition of cartons and contents

1979-1980 Task #

1980-1981 Task # 02-01-01

School Name and Address Mt. Vernon High School

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ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)

____Group Instruction ____Other (Describe,

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
____Introductory	____ 10	____Below Average Performance
____Basic	____ 11	____Average Performance
____Advanced	____ 12	____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)

____Audio Visual Material (Describe)

____Simulations/Demonstrations

____Other (Equipment, Supplies, Etc.)

Title: Business Principles and Management

Author(s): Shilt, Everard, and Johns Edition Copyright Date

Publisher: SouthWestern Publishing Company Cost $6.46

Study Guides $3.78

Pages used:

COMMENTS: Content Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments: Not seen

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Stock Clerk

MODULE Checking Incoming Merchandise

TASK Complete tracer & claim forms for missing, incorrect, and damaged goods

1979-1980 Task # 02-01-03

1980-1981 Task # 02-01-02

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 668-6580

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

____Individual Instruction ____Handicapped (Describe)

____Group Instruction ____Other (Describe)

INSTRUCTIONAL LEVEL(S):

____Introductory

____Basic

____Advanced

GRADE:

____ 10

____ 11

____ 12

ABILITY:

____Below Average Performance

____Average Performance

____Above Average Performance

MATERIALS USED:

____Textbook ____Workbook ____Other Printed Material (Describe)

____Audio Visual Material (Describe)

____Simulations/Demonstrations

____Other (Equipment, Supplies, Etc.)

Title: Jeffrey's Department Store - A Retailing Simulation

Author(s): Jimmy G. Koeninger & Thomas A. Hephner Edition ____ Copyright Date 1978

Publisher: Gregg/McGraw Hill Cost $1.05

Pages used:

COMMENTS: Organization

Clarity Readability

Illustrations Length

Motivational Qualities

Includes: ____Student Directions ____Quizzes ____Teacher Aids

Teacher Comments:

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Stock Clerk

MODULE Checking Incoming Merchandise

TASK Complete tracer & claim forms for missing, incorrect, & damaged goods

1979-1980 Task # 02-01-03

1980-1981 Task # 02-01-02

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 664-7988

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

___ Individual Instruction ___ Handicapped (Describe)

___ Group Instruction ___ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
___ Introductory	x 10	___ Below Average Performance
___ Basic	* 11	x Average Performance
___ Advanced	___ 12	___ Above Average Performance

*Depends on School Org.

MATERIALS USED:

x Textbook ___ Workbook ___ Other Printed Material (Describe)

___ Audio Visual Material (Describe)

x Simulations/Demonstrations

___ Other (Equipment, Supplies, Etc.)

Title: The Receiving/Checking/Marking/Stocking Clerk

Author(s): Carol Willis Moffett & Rebecca Strydesky Edition 1 Copyright Date 1980

Publisher: McGraw Hill Cost $4.47
&1.60 Manuel-Teachers

Pages used: Entire Text

COMMENTS: Content Good Organization Good

Clarity Good Readability Good, easy-Conversation style

Illustrations x Length Short

Motivational Qualities

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Simulated activities can be used in class - eliminates field trips - if you can not take them.

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Credit Clerk

MODULE Process Applications

TASK Assist Customer with completing credit application

1979-1980 Task # 03-01-02

1980-1981 Task # 03-01-02

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 664-7988

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

x Individual Instruction
x Group Instruction
____ Handicapped (Describe)
____ Other (Describe)

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
x Introductory	x 10	____ Below Average Performance
x Basic	* 11	x Average Performance
____ Advanced	____ 12	____ Above Average Performance

* Depends on school program

MATERIALS USED:

x Textbook x Workbook ____ Other Printed Material (Describe)
____ Audio Visual Material (Describe)
____ Simulations/Demonstrations
____ Other (Equipment, Supplies, Etc.)

Title: Business and You as a Consumer, Worker, and Citizen

Author(s): Price, Hall, and Blockhus Edition 5th Copyright Date 1979

Publisher: Gregg/McGraw Hill Cost $9.18 Text
$3.15 Guides
$13.56 Teachers Source Bk.

Pages used: ~~Section on Credit~~

COMMENTS: Content Good Organization Good

Clarity Good Readability Clear

Illustrations Good Length Short

Motivational Qualities Case Problems/Focuses on today's business.

Includes: x Student Directions x Quizzes x Teacher Aids

Teacher Comments: Cartoons help make some of the abstract term easier to understand. Metric System discussed. Requires students to become involved by haveing them write written responses to questions, projects, crosswords.

ISSOE MATERIALS REPORTING FORM

COURSE Retail Merchandising

UNIT Credit Clerk

MODULE Process Applications

TASK Assist customer with completing credit application

1979-1980 Task # 03-01-02

1980-1981 Task # 03-01-02

School Name and Address Mt. Vernon High School

Instructor Frank Gluberman

Phone Number (914) 664-7988

ISSOE Region 3-S

V-TECS Number

MATERIALS BEST SUITED FOR:

_____Individual Instruction ____Handicapped (Describe)_____

_____Group Instruction ____Other (Describe)_____

INSTRUCTIONAL LEVEL(S):	GRADE:	ABILITY:
_____Introductory	____ 10	_____Below Average Performance
_____Basic	____ 11	_____Average Performance
_____Advanced	____ 12	_____Above Average Performance

MATERIALS USED:

_____Textbook _____Workbook _____Other Printed Material (Describe)_____

_____Audio Visual Material (Describe)_____

_____Simulations/Demonstrations_____

_____Other (Equipment, Supplies, Etc.)_____

Title: Credit Clerk

Author(s): Duchan Edition_____ Copyright Date_____

Publisher: Gregg/McGraw Hill Cost_____

Pages used:_____

COMMENTS: Content_____ Organization_____

Clarity_____ Readability_____

Illustrations_____ Length_____

Motivational Qualities_____

Includes: _____Student Directions _____Quizzes ____Teacher Aids

Teacher Comments: No information on this one

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